



***Madison County Senior Citizens Center, Inc.***  
***280 West High Street • London, OH 43140***

Position: Activity Coordinator/Front Office

Reports To: Executive Director

Salary Range: \$19.25 - \$22.25 per hour

Benefits: Health Insurance, retirement plan, and paid time off.

Position Summary: Arranges and executes all aspects of daily activities and day trips for the senior center. Also coordinates annual senior fair, craft bazaar, and Veterans Day program. Responsible for the front office.

**Duties**

- Responsible for the monthly newsletter.
- Planning, accompanying, and documenting all daily trips.
- Arranges educational classes for seniors to be presented at the center.
- Work with the Director on promoting the center.
- Coordinates Volunteers.
- Maintains front office, answering phones. Responsible for receiving and recording café, trip, and membership payments using QuickBooks software.
- Assists with supportive services.
- Other minor duties as needed for the success of the center.

**Qualifications/Requirements**

- A sincere ability to approach seniors with warmth and kindness.
- Basic knowledge of Windows Word, Excel, and Publisher.
- Basic knowledge and experience using social media.
- Good communication skills.
- High School education or equivalent.
- Acceptable BCI background check.
- Acceptable drug test.
- Clean driving record. Defensive driving online course.
- Complete and maintain CPR/First Aid Certification.
- Ability to lift and transfer people as necessary.
- Bondable